

# *Sullivan Cove Consultants LLC*

*Project Management in Law, Security and Law Enforcement*

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

**SCHEDULE TITLE:** Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response (Schedule 84)  
FSC Group: 063

**CONTRACT NUMBER:** 47QSWA19D0061

**CONTRACT PERIOD:** April 12, 2019 – April 11, 2024

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov)

**CONTRACTOR:**

Sullivan Cove Consultants, LLC  
Address: 815 Governor Ritchie Highway, Suite 120  
Severna Park, MD 21146  
Phone Number: (410) 544-4495  
Fax Number: (410) 697-6056  
Web site: <http://www.sullivancove.com>

**CONTRACTOR'S ADMINISTRATION SOURCE:** John S. Graham, III, Managing Director, Phone: 410-544-4495, Email: [jsgraham@sullivancove.com](mailto:jsgraham@sullivancove.com)

**BUSINESS SIZE:** Small

**Socioeconomic Indicators:** SBA certified Small Disadvantaged; Veteran Owned; Service-Disabled Veteran Owned Small Business



**Maryland Headquarters**  
815 Governor Ritchie Highway  
Suite 120  
Severna Park, MD 21146  
(410) 544-4495

**Southern Maryland Office**  
22335 Exploration Drive  
Suite 4  
Lexington Park, MD 2065  
(443) 996-3224

**Washington DC Office**  
1155 F Street NW  
Suite 1050  
Washington, D.C. 20004  
(202) 331-3311

**GSA Advantage Contracts: Schedule 00CORP SIN 520 6 (Professional Legal Services) and  
Schedule 84, SIN 246-52 (Law Enforcement)**

**CUSTOMER INFORMATION:**

**1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<b>SIN</b>	<b>DESCRIPTION</b>
246-52	Professional Security/Facility Management Services

**2. MAXIMUM ORDER\*: \$200,000 per SIN and \$200,000 per order**

\*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

**3. MINIMUM ORDER: \$100**

**4. GEOGRAPHIC COVERAGE:** Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

**5. POINT(S) OF PRODUCTION:** Not Applicable – the firm provides services

**6. DISCOUNT FROM LIST PRICES:** Basic discount of 16-27% from the awarded commercial price list.

Negotiated discount has been applied and the IFF has been added.

**7. QUANTITY DISCOUNT(S):** 1% discount for orders \$250,000 or greater, 2% discount for orders \$1,000,000 or greater.

**8. PROMPT PAYMENT TERMS:** Not applicable, the firm has standard net 30 day payment terms.

**9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.**

**9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.**

**10. FOREIGN ITEMS:** None

**11a. TIME OF DELIVERY:** Negotiated with the ordering agency

**11b. EXPEDITED DELIVERY:** None Offered

**11c. OVERNIGHT AND 2-DAY DELIVERY:** None Offered.

- 11d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** Origin
- 13a. **ORDERING ADDRESS:** Same
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
- 14. **PAYMENT ADDRESS:** Same as contractor
- 15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
- 16. **EXPORT PACKING CHARGES:** None
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micro-purchase level may be inserted by contractor)
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** As applicable
- 25. **DUNS NUMBER:** 13-411-7691
- 26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

**Labor Categories With Hourly Rates**

<b>Labor Categories</b>	<b>Hourly Rates</b>
Program Manager	\$264.79
Assistant Program Manager	\$205.94
Security Specialist 1	\$69.60
Security Specialist 2	78.71
Security Specialist 3	\$88.02
Security Specialist 4	\$97.33
Security Specialist 5	\$106.64
Security Specialist 6	\$114.26
Management Analyst	\$78.71
Administrative Security Assistant	\$85.67

**Labor Categories Descriptions**

**1. Program Manager - \$264.79**

Must have current Top Secret (TS) security clearance and must be capable of obtaining Sensitive Compartmentalize Information (SCI) access that includes a requirement to pass a security polygraph exam. Must have knowledge of Security Division (SecD) discipline, project management and demonstrated capability to manage multiple tasks / projects. Manage and oversee the administrative and daily operations of the program. Serves as overall lead on projects and multiple agency contracts and as principal liaison between the Government and contractor.

Serve as a consolidated point of contact that facilitates effective communication and proactively identifies and mitigates issues within the Contractor's team and between the Contractor and the Government customer. Attends regular and frequent meetings with Government customer to discuss / brief workload, contract performance, and emergent issues. Assures quality control implementation. Produces required contractual and programmatic reports and briefs. Exercises quality-control measures over contractor staff to deliver services and products on budget and schedule per the contract and SOW requirements. Responsible for overall contract project personnel, delivery of reports, and contract deliverables. Implements short and long-term work plan to ensure work performance. Responsible for formulating and enforcing work standards

**Experience:** Ten (10) years of experience

**Education:** Bachelors degree in any field of study

**2. Assistant Program Manager - \$205.94**

Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Prior security management experience. Coordinates manpower and resources and assures quality control programs in place and consistent. Serve as Program Manager's representative in daily operations and liaison with Unit Chiefs. The designated Assistant Program Manager assumes the role of Program Manager when the Program Manager is absent or the position is temporarily vacant.

**Experience:** Eight (8) years of experience

**Education:** Bachelor's degree in any field of study.

**3. Security Specialist 1 - \$69.60**

Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Experience developing and writing Reports of Investigation that form basis for creation of investigative and/or adjudication record.

**Proficient computer skills to include:**

Working knowledge of Microsoft Office software applications (Word, Excel, Outlook, PowerPoint). Use of Internet to conduct research and / or open source checks in aid of investigations. Experience with various Government Law Enforcement and community IT systems for conducting automated record checks. Knowledge of and experience with use of database systems (commercial and Government). Perform database searches for information related to personnel security matters. Distribution and update of personnel security documentation files. Responsibility for security of program data and materials.

Processing security clearance and background investigations documentation in preparation for adjudication. Prepare documentation for Government agencies and customers. Experience performing multiple administrative tasks dealing with databases queries, filing, processing mail and performing audits. Excellent oral and written communication skills. Demonstrated knowledge and experience to conduct established federal government standards for investigations, background investigations, and security investigations relating to suitability and security standards.

**Experience:** One (1) year of experience

**Education:** High School Diploma

**4. Security Specialist 2 - \$78.71**

Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Experience developing and writing Reports of Investigation that form basis for creation of investigative and/or adjudication record.

**Proficient computer skills to include:**

Working knowledge of Microsoft Office software applications (Word, Excel, Outlook, PowerPoint). Use of Internet to conduct research and / or open source checks in aid of investigations. Experience with various Government Law Enforcement and community IT systems for conducting automated record checks. Knowledge of and experience with use of database systems (commercial and Government). Performed database searches for information related to personnel security matters. Distribution and update of personnel security documentation files. Responsibility for security of program data and materials.

Process security clearance and background investigations documentation in preparation for adjudication. Prepare documentation for Government agencies and customers. Experience performing multiple administrative tasks dealing with databases queries, filing, processing mail and performing audits. Excellent oral and written communication skills. Demonstrated knowledge and experience to conduct established federal government standards for investigations, background investigations, and security investigations relating to suitability and security standards. Conduct, review and analyze a variety of interviews internal and external to the organization. Subjects of investigations range from FBI applicants, contract / access applicants, and other persons requiring security clearances or access to FBI spaces. Provide support, analysis, and research into complex problems and processes relating to Personal Security

Completion of written reports and/or oral presentations utilizing critical thinking and analysis skills. Contributes to development of new principles and concepts. Works on complex problems and provides solutions. Advises supervisor of potentially controversial matters or those matters with far reaching implications. Perform security assessment investigations and provide recommendations to the FBI HQ. Review and analyze requests for investigations concerning security clearances. Prepare a detailed analysis of all information developed, to include potential remedial or precautionary action to meet minimum security standards. Assist with briefings and debriefings of individual cases as necessary. Upload all official documents into the defined system of record, management, workflow, or tracking systems, files, and / or sub-files.

**Experience:** 2 years of experience

**Education:** Bachelors degree

**5. Security Specialist 3 - \$88.02**

Meet all Grade 2 experience requirements. Experience in interpreting Governmental and commercial database checks to identify areas of concern during the investigative process. Experience analyzing investigative reports and other sources of information to identify security vulnerabilities; to develop investigative leads; to propose a recommendation as to the approval, denial, or revocation of eligibility for access to national security information based on the application of the appropriate adjudicative standards. Knowledge of DOJ and FBI regulations regarding the personnel security process. Experience conducting interviews and security briefings, discussing analysis and opinion in a concise, logical and objective manner, and preparing written communications setting forth analyses and recommendations. Thorough knowledge of the indices systems, various record check systems, and file

review processes in order to develop and extract the most complete and accurate information relative to the subject as possible. Perform all duties associated with Grade 2 as necessary.

**Experience:** 3 years of experience

**Education:** Bachelors degree

#### **6. Security Specialist 4 - \$97.33**

Meet all Grade 3 experience requirements. Possess oral and written communications skills to functionally conduct interviews, security briefings, discuss analysis and opinion in a concise, logical and objective manner, and prepare written communications setting forth analyses and recommendations. Knowledge of the indices systems, various record check systems, and file review processes in order to develop and extract the most complete and accurate information relative to the subject as possible. Analytical ability in order to extensively analyze various types of materials, including investigative reports, to develop information regarding security vulnerabilities; to develop investigative leads; to propose a recommendation as to the approval, denial, or revocation of security clearances. Knowledge of Department Of Justice (DOJ) and FBI regulations regarding the personnel security process. Experience conducting interviews and security briefings, discussing analysis and opinion in a concise, logical and objective manner, and preparing written communications setting forth analyses and recommendations. Previous experience in security leadership role. Strong understanding of security disciplines. Perform all duties associated with Grade 3 as necessary. Act as Team lead.

**Experience:** Five (5) years of experience

**Education:** Bachelors degree

#### **7. Security Specialist 5 - \$106.64**

Meet all Grade 4 experience requirements. Demonstrated oral and written communications skills to functionally conduct interviews, security briefings, discuss analysis and opinion in a concise, logical and objective manner, and prepare written communications setting forth analyses and recommendations. Thorough knowledge of the indices systems, various record check systems, and file review processes in order to develop and extract the most complete and accurate information relative to the subject as possible. Demonstrated analytical ability in order to extensively analyze various types of materials, including investigative reports, to develop information regarding security vulnerabilities; to develop investigative leads; to propose a recommendation as to the approval, denial, or revocation of security clearances. Technical training/certification as an investigator and/or adjudicator is required. Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Experience conducting record checks utilizing Intelligence Community (IC) and third party Information Technology (IT) systems; prepare and type clear concise written reports in a timely manner, free of grammatical and spelling errors; make effective recommendations for personnel security adjudications based on and expert examination of the facts and supporting evidence; and



conduct open source Internet checks in support of investigations. Conducting, directing, or evaluating TS/Secret investigations with preferred experience in counterintelligence/espionage, counterterrorism, criminal matters, and personnel security investigations. Demonstrated skills and knowledge regarding criminal and civil law and procedures, and enforcement operations; have documented extensive, combined with on-the-job training, as proof of the skills and knowledge to perform the duties of a federal investigative analyst consultant. Must have served as a senior investigator responsible for planning and directing broad investigations of national or international scope; providing administrative and technical supervision over a staff of journeyman level criminal investigators. Documented experience planning, organizing, administering, and coordinating the full spectrum of investigative activities; and representing an organization as a recognized authority in the investigative field at conferences, meetings, and presentations involving issues of considerable importance.

**Experience:** Seven (7) years of experience

**Education:** Bachelors degree

#### **8. Security Specialist 6 - \$114.26**

Meet all Grade 5 experience requirements. Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. All desired requirements specified for Grade 5 apply to Grade 6. Perform all duties associated with a Grade 5 as necessary. Performs complex, high risk, insider threat, high level security investigations and adjudication recommendations

**Experience:** Eight (8) years of experience

**Education:** Bachelors degree

#### **9. Management Analyst - \$78.71**

Current TS security clearance and must be capable of obtaining SCI access that includes a requirement to pass a security polygraph exam. Plan and organize studies of work and organizational problems including duplication, communication, information flow, inventory control, cost containment, and integrated services delivery. Maintains office inventory. Conducts clerical and administrative activities utilizing computer systems to include word processing, graphs, spreadsheets, and briefings. Plan and produce correspondence, reports, proposals, and memos. Gather and organize information regarding problems, deficiencies, and resource waste. Analyze data, develop information and documentation and consider solutions or alternative methods of proceeding. Install new systems, confer with and train the staff and conduct operational effectiveness reviews. Develop and update manuals outlining performance methods, organizational policies and procedures, and system operations. Prepare correspondence, other documents and forms and maintain files as required. Typical work assignments include, but are not limited to: input incoming cases; close outgoing cases;



prepare statistical reports on investigations, input data to create and generate credit reports, copy and assemble cases in a specified timeframe, file all incoming correspondence into file folders in required order. Assist the Unit Chief in the administration and execution of day-to-day activities as directed. This includes the preparation of management briefings, creating memos (Electronic Communications) and reports required. Coordinate with the FBI customer and the Contractor's management team to meet expectations and scope of assignments. Lead/guide the customer through effective development of processes, procedures, and work products. Perform general office management functions. Provide support on issues relating to a wide range of administrative, office management and program related matters that impact the organizational workforce, office documentation, and financial record keeping. Set and track schedules; arrange travel; set meetings; record and prepare meeting summaries; receive in-bound and prepare out-bound communications; file records, publications and other associated documentations. Assist with the preparation of final reports to include editing for errors, prepares appropriate charts, graphs and computer based presentations. Perform a variety of highly complex administrative and office analytical functions to identify inefficiencies; streamline processes; eliminate redundancies; evaluate performance measures; and ensure processes meet valid requirements.

**Experience:** Three (3) years of experience

**Education:** High School Diploma

#### **10. Administrative Security Assistant - \$85.67**

Prior security experience is not required. Current TS security clearance and must be capable of obtaining a SCL clearance that includes a requirement to pass a CI polygraph exam. Perform a wide-array of administrative functions including but not limited to (not all will apply to each role / varies): office management, filing, responding to correspondence, answering phones / taking messages, logistical support, supply management, property inventory, executive support (scheduling, planning, drafting communications). Support limited background investigations through collecting paperwork and fingerprinting. Perform basic office security tasks (securing sensitive materials, filing reports and drawings, validating approval for access prior to granting access to sensitive areas). Perform data entry, and database search and retrieval.

Plan and organize studies of work and organizational problems including duplication, communication, information flow, inventory control, cost containment, and integrated services delivery. Conduct operational effectiveness reviews. Gather and organize information regarding problems, deficiencies, and resource waste. Analyze gathered data, develop information and documentation and consider solutions or alternative methods of proceeding. Develop and update manuals outlining performance methods, organizational policies and procedures, and system operations. Prepare correspondence, other documents and forms and maintain files as required. Typical work assignments may include, but are not limited to: input incoming cases; close outgoing cases; prepare statistical reports on investigations, input data to create and generate credit reports, copy and assemble cases in a specified timeframe, file all incoming correspondence into file folders in required order. Lead/guide the customer through effective development of processes, procedures, and work products. Perform general office management functions.

## *Sullivan Cove Consultants LLC*

**Experience:** One (1) year of experience

**Education:** High School Diploma

## *Sullivan Cove Consultants LLC*

Law and Law Enforcement are essential parts of the Rule of Law, the cornerstone of civil society in the United States. Sullivan Cove is committed to protecting and defending that cornerstone.

Since the formation of Sullivan Cove in 2003, the Martindale Hubbell law directory, which maintains peer review ratings for lawyers and law firms, has certified it with its highest rating, **AV® Preeminent™**. Martindale Hubbell describes this rating as

*“An AV® certification mark is a significant rating accomplishment - a testament to the fact that a lawyer's peers rank him or her at the highest level of professional excellence.”*

Sullivan Cove is also listed in the latest edition of Woodward & White's **Best Law Firms in America**.

Sullivan Cove is a Service Disabled Veteran Owned Small Business (“SDVOSB”) verified by the Department of Veterans Affairs, Center for Verification and Evaluation. Because of the broad experience of its team members, SCC offers specialized services in 19 NAICS code categories. Sullivan Cove's talented roster of subject matter specialists (SMEs) have experience in the broad array of the issues and specialties which government agencies encounter. The federal departments and agencies which Sullivan Cove has represented include a broad spectrum of different specialties and engagements.<sup>1</sup>

Built upon its founder's 40-year career in law and law enforcement, corporate, business and financial institution law, Sullivan Cove now practices exclusively in the federal sector, specializing in sophisticated multidisciplinary assignments. Sullivan Cove's founder, John S. Graham, III, is a U.S. Navy veteran of the Vietnam War. During his career, he has practiced in the U.S. and overseas as an equity partner with several of this nation's largest law firms.<sup>2</sup> These relationships continue as Sullivan Cove has strategic alliances with several AmLaw 100 and AmLaw 200 firms<sup>3</sup>

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<sup>1</sup> The Department of Justice, the Federal Bureau of Investigation, the Bureau of Alcohol Tobacco Firearms and Explosives, the Department of Defense, the U.S. Department of Education, the US Treasury, the Department of Homeland Security, the Federal Communications Commission (Office of Inspector General), the FDIC, the Department of Agriculture, the US Postal Service, the Equal Employment Opportunities Commission, NASA, the US Trade and Development Agency and the Department of Veterans Affairs as well as the GSA.

<sup>2</sup> Mr. Graham has been an equity partner in Akin Gump Strauss Hauer & Feld, (Washington, DC), McGuire Woods Battle & Boothe, (Virginia, Maryland and District of Columbia), Browder Russell Morris & Butcher (Virginia) and Ober Kaler Grimes & Shriver (Maryland and District of Columbia).

<sup>3</sup> AmLaw 100 and AmLaw 200 refers to the largest 100 and 200 law firms in the United States, based upon annual gross revenue as reported by *The American Lawyer*.

## *Sullivan Cove Consultants LLC*

Most members of Sullivan Cove's roster of SMEs have both public sector and private sector experience, including law enforcement, administrative and litigation matters. By marrying our private sector experience with our former careers in government service, Sullivan Cove capitalizes upon the strengths and the best practices of both spheres.

Sullivan Cove is registered in SAM (<https://www.sam.gov/portal/SAM/##11>) and in the VetBiz Registry (<http://www.vip.vetbiz.gov/>) under DUNS Number 134117691.